



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 170-1	Subject: <b>RESIDENT ADMISSION PROCEDURES</b>
Chapter: RECEPTION, CLASSIFICATION, AND TRANSFERS	Page 1 of 5
Applicable ACA Standards: 3-JCRF-5A-13	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

**I. CENTERS DIRECTIVE:**

An admission and orientation process shall be conducted immediately following the arrival of a resident to the facility. This procedure will be reviewed annually.

**II. DEFINITIONS:**

None

**III. PROCEDURE:**

**A. Admission Material Review**

Prior to accepting a youth for admission, an approved Field Investigation Report will be in place pursuant to [YCC 60-2, Field Investigation Request](#). The facility director and program manager will review a referral packet and make the final admission decision. The facility director or designee will review the authorizing document for name, age, adjudication, and community offense and see that there is a social history and/or dispositional report present. Court orders should be reviewed for name and instructions, if any.

**B. Intake Information Form**

At the time of intake, the designated intake staff member shall complete an intake information form, which will include the following:

1. Name
2. Address
3. Date of birth
4. Sex
5. Race or ethnic origin
6. Whom to notify in case of emergency
7. Date information gathered

Procedure No.: YTC 170-1	Chapter: RECEPTION, CLASSIFICATION, AND TRANSFERS	Page 2 of 5
Subject: <b>RESIDENT ADMISSION PROCEDURES</b>		

8. Social history, when available
9. Special medical problems or needs
10. Personal physician, if applicable
11. Legal status, including jurisdiction, length and conditions of placement
12. Signature of both interviewee and employee gathering information
13. Primary Parole Officer and Courtesy Supervisor if applicable.
14. Institutional Case Worker
15. Physical Description

**C. Medical Screening**

The resident should be medically screened for injury, intoxication, acute illness, etc., using the Medical Screening Form [YTC 120-2 (A)]. Should intake personnel have any doubt about the physical or mental condition of a resident, he/she shall notify the facility director or program manager if facility director is unavailable.

**D. Resident Abuse or Neglect**

During the admissions process, if abuse or mistreatment is apparent or suspected, the Youth Community Corrections Bureau Chief should be notified immediately, and appropriate actions should be initiated. (Refer to [YCC 1.3.12 Staff Conduct with Current and Discharged Offenders](#)) If medical treatment appears to be necessary, treatment will be arranged promptly.

**E. Case Record**

1. A case record shall be established for each new resident with the above being the beginning contents.
2. Youth being placed from another community placement by a JPO to a transition center must agree to an intervention or have an on-site hearing. The agreement must include:
  - a. Problems being addressed
  - b. anticipated length of stay
  - c. Intervention conditions requiring progress for completion of the program

Procedure No.: YTC 170-1	Chapter: RECEPTION, CLASSIFICATION, AND TRANSFERS	Page 3 of 5
Subject: <b>RESIDENT ADMISSION PROCEDURES</b>		

- d. Future placement options
3. The JPO shall have involvement with YTC staff in developing the case plan/case progress reviews and be involved in monthly team meetings. The parole officer is encouraged to stop in and see the youth during their stay in the center when time permits.
4. Although shorter stays are desirable, maximum length of stay will be 90 days unless YCC Bureau Chief approval is obtained for a longer stay.
5. Upon approval for placement, the JPO will notify the parent/guardian in writing that their son/daughter will be placed into a transition center (see YCC [60-1 \(G\) Sample Letter](#)).
6. Once the youth has been placed into a transition center, the JPO is responsible to open the youth on Medicaid and enter the placement into the automated systems. The Transition Centers Director will do courtesy supervision of youth placed at the center.
7. If the youth violates their parole agreement, the center will initiate an on-site hearing where appropriate. The transition center will submit a report of violation to the institution in these cases. Where the youth was in the community prior to being placed at the transition center, the JPO will also need to be responsible to assist the Transition Centers Director in writing the report to cover the time frame wherein the youth was in the community. If the youth is returned to a state youth correctional facility, the parole officer will close the placement at the transition center on the automated systems and notify the Office of Public Assistance to close Medicaid.

#### F. **Orientation Process**

1. **Defining program for entering youth**
  - a. Youth that are entering into the YTC program either come from the facility or the field. Level assignments will be based on supervision level, transfer reasons, and goals of the placement.
  - b. Youth entering the program on an intervention agreement will enter and follow the level system defined in YTC 170-1 (G).
  - c. Youth entering the program having achieved level III at a youth correctional facility or from the field with no behavior infractions or problems on their part will be placed, after orientation, on YTC level II.
  - d. Determination of level placement will be made by the program director and the program manager. Under no circumstances will a youth with

Procedure No.: YTC 170-1	Chapter: RECEPTION, CLASSIFICATION, AND TRANSFERS	Page 4 of 5
Subject: <b>RESIDENT ADMISSION PROCEDURES</b>		

behavioral problems enjoy the automatic advanced level. The following will be considered:

- a. Level status upon leaving correctional facility;
  - b. Behavioral reports for the last month; and
  - c. JPO recommendations regarding youth participation in previous community setting.
2. Designated admitting personnel shall treat the resident in a pleasant, courteous way, explaining each step of the admissions procedure clearly before beginning. Staff will assist in the following:
  - a. Room and bed assignments
  - b. Introduction to residents and staff
  - c. Checking in clothing and initial search of personal articles and clothing
  - d. Issuance of toiletry (if needed) and bedding articles, including washcloth, bar of soap, clean towel, comb, toothbrush, toothpaste, pillowcase, blanket, and linens.
3. Staff will review the General Rules [YTC 170-1 (C)] with the youth. The resident and staff member will sign off on the bottom.
4. Staff shall also review the handbook with the youth.
5. Intake staff reviewing the handbook with newly admitted residents shall be aware of the resident's reading ability. Should there be a reading deficit or language barrier, appropriate assistance shall be sought to ensure that the resident fully understands the contents of the Youth Handbook [YTC 170-1 (G)]

#### IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

#### V. REFERENCES:

<u><a href="#">YCC 1.3.12</a></u>	<u><a href="#">Staff Conduct with Current and Discharged Offenders</a></u>
<u><a href="#">YCC 60-2</a></u>	<u><a href="#">Field Investigation Request</a></u>
<u><a href="#">YTC 120-2</a></u>	<u><a href="#">Physical Examination and Communicable Diseases</a></u>
<u><a href="#">YTC 160-1</a></u>	<u><a href="#">Youth Community Residential Facility Programs</a></u>

#### VI. ATTACHMENTS:

YTC 170-1 (A) Intake/Discharge Checklist  
 YTC 170-1 (B) YTC Face Sheet  
 YTC 170-1 (C) General Rules Sign Off Sheet

Procedure No.: YTC 170-1	Chapter: RECEPTION, CLASSIFICATION, AND TRANSFERS	Page 5 of 5
Subject: <b>RESIDENT ADMISSION PROCEDURES</b>		

YTC 170-1 (D) Youth Personal Inventory

YTC 170-1 (E) Youth Personal Inventory Sign-off Sheet

YTC 170-1 (F) YTC Parent Letter

YTC 170-1 (G) Youth Handbook